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Weekly Report for Week Ending 16 September 1959  
from  
Forms Management Branch

1. Contributionsa. Tangible

- (1) Completed 19 actions requiring the printing of 116,500 copies or sets of blank forms.
- (2) One new and three revised forms were approved.

b. Intangible

- (1) Edited and had typed various suggestions from RMS personnel on "Operation Soft Spot"  25X1  
25X1
- (2) Established a Forms Management reference file. The file has been set up under 3 major categories-(1) Material samples, (2) Construction samples and (3) Manufacturer's brochures.

2. Assignmentsa. Active(1) Forms Analysis Projects

	<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Total</u>
25X1		6	3	9
		3	2	5
		1	2	3
		1	3	4
		0	3	3
	Total	11	13	24

(2) Employee Suggestions

	<u>Analyst</u>	
25X1		1
		1
	Total	2

(3) Teletype Dissemination Information Reports and Systems 

25X1

(4) Revision of Dispatch Forms. 

25X1

(5) Improved Management of Stocked Forms. 

25X1

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- (6) Uniform Information Report [ ] 25X1  
Printed samples of the Army version of the Uniform *Report* were received. Several printing errors were called to the manufacturer's attention.
- (7) New Building Project [ ] 25X1  
Records Control Schedule approved by Security.
- (8) Revision of Courier Receipt and Log Record [ ] 25X1  
Proofs have been delayed until September 18, 1959.
- (9) Expediting Printing of Information Reports [ ] 25X1  
Project completed except for planned revision of certain forms. More on this next week.
- (10) Improvement of Quality of Information Reports Production [ ] 25X1  
Briefed Mr. Brannock, Addressograph-Multigraph on our problems in care and handling of offset masters. He agreed to give us whatever assistance he could.
- (11) Proposed Revision of Security Officer Check List, Form 109 - Security Check Sheet Holder [ ] 25X1  
The proposed Security Check Sheet Holder was coordinated [ ] the Offices of Personnel, Communications, Logistics and Security for suggestions to aid in its development.
- (12) "A" - Forms Improvement Workshop [ ] 25X1  
Prints and rebound slides were received.
- (13) Revision of Form 30, Request for Approval of Form [ ] 25X1  
Project 50% completed.

b. Inactive

- (1) Elimination of Transmittal Dispatch for T&A Forms [ ] 25X1
- (2) Elimination of Transmittal Dispatches for Personnel-type Data [ ] 25X1
- (3) Security Handling of Forms at [ ] 25X1

News

1. [ ] Acting Chief Program and Planning Coordination Staff/DDP has asked us to work [ ] in consolidating 4 Requirements Forms (2 are bootleg) within the CS for reporting requirements to the JCS into one Agency approved form. [ ] 25X1

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Weekly Report for Week Ending 16 September 1959  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

Completed installation of Subject Numeric File System in  
Personnel/Clerical Recruitment Branch [ ] See 2b (3).

25X1

2. Assignments - Active

25X1

a. Shelf Filing [ ]

(1) OP/Records and Services/Test Installation

(2) OO/Contact Division/ [ ]

25X1

(3) Office of Security/Building 13

(4) OCR/IR/FE/NEA

(5) OTR/Assessment and Evaluation Staff

(6) OTR/Operations School/Headquarters Training

No change in above assignments since previous report.

25X1

[ ]  
Requisition being prepared. Have been informed since  
last report that this is a test installation for possible  
expansion into other secure areas.

(8) Office of Communications/TTT Staff

Requisition being prepared.

(9) EE/DD/P

Requisition prepared. No further assistance needed from this  
office. Project completed.

(10) ORR/Map Library

Received request from ARO for additional shelving to be  
installed on balcony in this area. Office of Security had  
approved this addition when the initial installation was made.  
Requisition forwarded to OL/Budget Office for approval of funds.

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25X1 (1) Installation of Shelf Filing System in FBIS Editorial  
Branches [ ]

25X1 (2) Medical Staff [ ]

Delay encountered due to illness of Branch Chief.

(3) Clerical Recruitment Branch/OP [ ]

25X1

Completed installation of Subject-Numeric File. The ARO assisted in this installation. Two cubic feet of obsolete records were destroyed.

(4) SR/DD/P/ [ ]

Drafted floor plan and filing arrangement for housing of 150,000 3 x 5 card files and called Stock Control on availability of equipment needed. Set-up meeting with SR for 17 September to present final plan.

25X1 (5) Watch Office [ ]

25X1 [ ] studying Acme Co., catalog and supply samples on Flexoline.

25X1 (6) General Counsel [ ]

25X1 [ ] OGC requested assistance in preparing a card file and mailing list of individuals to be invited to the laying of the corner stone for the new building.

**c. Records Control Schedules**

25X1 (1) Executive Registry [ ]

25X1 (2) FI Staff [ ]

(3) New Building Site [ ]

25X1

Schedule being referred to Office of Security for concurrence.

**d. Special Projects**

(1) DD/P Support Records [ ]

25X1

Survey continues in Office of SSA/DD/S/

(2) Predecessor Agency Records [ ]

25X1

Inventory was returned from typist and reviewed. However, typing corrections are necessary.

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## (3) Refresher Training Workshops in Filing [ ] 25X1

Director of Training approved proposed series of Filing Workshops. Prepared announcement which will appear about 30 September in next OTR Visual Aids Unit and preliminary sketches for slides from OL Graphics Unit.

## (4) Revision of Notices on Filing Equipment and Supplies [ ] 25X1

Draft of new notice ready for review by RMS and coordination in Logistics.

## (5) Booklet on Records Center and REvised Form 490 [ ] 25X1

Discussed with C/Records Center. Sample of new Form 490 received.

## (6) Records Center Article for Support Bulletin [ ] 25X1

Research completed, draft begun.

25X1

e. Vital Materials [ ]

## (1) OTR Deposit Schedule nearing completion. Met with [ ] 25X1

[ ]  
Printing and Reproduction to arrange for microfilming of Operations School vital materials. 25X1

## (2) Met with ARO/OP, Military Personnel Division representatives and Printing and Reproduction personnel to discuss a request for filming MPD separations.

25X1

25X1

## (3) The repository furnished two copies of the revised availability register to [ ] OP. Extracts were made and forwarded to [ ] DD/P, on personnel deposits of interest to the DD/P.

## (4) Reviews of deposits made during Operation Alert resulted in destroying obsolete materials for ORR, Personnel and General Counsel.

f. Microfilming

## (1) OCR/GR project continues.

3. News

25X1

## a. [ ] have returned from leave. [ ] 25X1

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